Dartmouth College

**Title:** Tucker Assistant for Summer and Orientation Events **Category:** Temporary (1 term) **Department:** Tucker Center 10 – 12 hours per week

**Reports to:** Dean and Chaplain **Job Net#:** 10977

**Position Purpose**

The Tucker Assistant for Summer and Orientation Events is an entry level paid leadership position designed to assist with the programmatic activities of the Tucker Center during Summer Term, with special responsibilities for serving as a resource, outreach and leading opportunities to welcome the next incoming Dartmouth Class. The Summer Assistant will help plan and implement orientation programs that promote Tucker Center and introduce discussions of faith, spirituality, and religious dialogue as well as multi-faith programs and initiatives. Preferred if student will be available to help lead and implement events during orientation programming period.

**Key Accountabilities**

* Develops and implements plans to welcome the next incoming Dartmouth class
* Serves as a resource and provides outreach to incoming students
* Provides general programmatic and administrative support to the Tucker Center throughout the summer term
* Plans and executes orientation events around faith, spirituality and ethical living during orientation sessions
* Develops Tucker promotional materials for orientation (brochures, tri-fold, Tucker swag)
* Updates web and social media information including Facebook Events (Walks Clamantis and Orientation) and evolving platforms (such as Instagram)
* Represents Tucker at orientation events (orientation fairs, new student programs, etc)
* Conducts research and develop new ways to engage the Dartmouth community in dialogue around faith, spirituality, meaning, and purpose
* Provides general office support as needed

***Performs other duties as assigned***

**Position Requirements**

|  |  |
| --- | --- |
| **Skills & Knowledge**   * Strong organizational skills * Strong verbal and written communication skills * Proficient with technology and computer applications * Ability to work in a complex organization * Ability to work independently and in a collaborative team approach * Commitment to diversity and to serving the needs of a diverse population | * Interest in multi-faith dialogue * Demonstrated leadership and facilitation skills * Ability to maintain confidentiality * Highly self-motivated * Good networking skills * Ability to set clear goals and accomplish work on time * Ability to manage the shifting priorities of both short-term tasks and long-term projects |

Compensation: $9 per hour

There will be no additional benefits.